

Procedure Title	Purchasing - Donated Assets		
Date of Issue	November 25, 1998	Related Policy	BP 3501-D
Revision Dates	June 12, 2013	Related Forms	
Review Date		Originator	Administrative Council
References			
AP 4105-D "Charitable Donations and Receipts"; AP 3501-D "Purchasing - Procurement Guidelines";			

Procedure:

1.0 PROCEDURE

A parents' group, student council or another group may wish to purchase supplies and/or equipment (e.g. playground equipment, A/V equipment, etc.) for the school. (See procedure AP 4105-D "Charitable Donations and Receipts", Standard purchasing procedures must be followed (please refer to AP 3501-D "Purchasing - Guiding Principles and Roles").

Cash donations are preferred and encouraged in order for the school to obtain standardized and/or approved equipment. Donated equipment may be accepted if it meets specific brand, model, performance and system requirements.

To facilitate purchases of this nature:

A) Donated Funds

- i. Obtain the proper approvals as specified in AP 3501-D "Purchasing". Submit a purchase requisition through the school for the items required with full specifications to the Shared Purchasing Services;
- ii. Appropriate number of quotes must be obtained as specified in AP 3501-D either informally or formally, based on the value. Products obtained will become the property of the board, and ordered on a standard purchase order, giving the vendor the proper tax status, invoicing procedure, etc. and will also serve as a reference for warranty claims, etc.;
- iii. Once the proper goods have been received it will be the responsibility of the school to ensure the donated funds are properly allocated to the board for necessary repayment of vendor invoice(s) paid (Refer to AP 4105-D "Charitable Donations and Receipts").

B) Donated Equipment

- i. Must obtain approval from appropriate department(s) directly related to the equipment, such as Health & Safety, Information Communications Technology (ICT), Plant, Finance and/or Purchasing.

- ii. Must meet acceptable criteria such as brand, model, performance and system requirements. Receipts will be issued in accordance with the Canada Revenue Agency Rules.

C) Donated Labour

- i. Must obtain approval from the Plant and Purchasing Departments to ensure that all requirements are being met such as, but not limited to, skill, insurance, equipment and safety.
- j. Receipts will not be issued for service (labour) donations.

All goods/services, as applicable, requiring approval (Ont. Hydro, CSA/UL, etc.) must be completely assembled and must bear label showing approval of the assembly. All requirements for The Ontario Occupational Health and Safety Act and Regulations for Industrial establishments must be followed and provide all necessary Workplace Hazardous Materials Information Systems (WHMIS) documentation, where required. All playground equipment must meet the "Guideline on Children's Play Spaces and Equipment Act" by the Canadian Standards Association.